



# AppalReD Legal Aid

120 N FRONT AVENUE  
PRESTONSBURG, KY 41653  
(606) 886-9876  
FAX (606) 886-0079  
Low Income Taxpayer Clinic: 1-800-477-1394  
Central Intake: 1-866-277-5733  
[www.ardfky.org](http://www.ardfky.org)

**Area Offices:**  
Barbourville, KY  
Hazard, KY  
Pikeville, KY  
Prestonsburg, KY  
Richmond, KY  
Somerset, KY

**Evan B. Smith**  
Interim Executive Director  
[evans@ardfky.org](mailto:evans@ardfky.org)

**John M. Rosenberg**  
Director Emeritus

## **MAIN OFFICE RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

AppalReD Legal Aid, a nonprofit law firm, is recruiting for a Main Office Receptionist/Administrative Assistant in its **Prestonsburg Office** located at 120 North Front Avenue, Prestonsburg, KY. This is a full-time position.

**Purpose of Job:** Handle receptionist duties for the main office and provide assistance to administrative staff.

**Work Environment:** Work is performed in the office setting.

### **Essential Job Functions of the Main Office Receptionist/Administrative Assistant**

1. Perform receptionist duties including answering the telephone and greeting people who enter the main office.
2. Answer the telephone for all program offices.
3. Conduct screening and complete intakes for legal services as needed.
4. Assist administrative staff as needed.
5. Distribute mail.
6. Complete and/or assist with small and large mailings, including printing, folding, stuffing envelopes, labeling, and sorting.
7. Perform filing.
8. Perform copying.
9. Word process, transcribe, draft, revise, compose and/or complete, proofread, print and copy written or dictated documents including, but not limited to, legal documents, correspondence, forms, manuals, depositions, and memoranda.
10. Assemble documents.
11. Notarize documents as needed.
12. Other duties as assigned.

### **Qualifications:**

Prior legal secretary or receptionist experience preferred. Must have excellent communication skills. Must be able to use office technology, including Microsoft Word, Outlook, and client database program.

**Salary:** \$12.63+ per hour/D.O.E. plus generous benefits and leave

**Submission Deadline: September 15, 2023**

Send resume, cover letter, and three references to Lorie Elam, Director of Administration, AppalReD Legal Aid, 120 N. Front Ave., Prestonsburg, KY 41653, or by email:

[lorief@ardfky.org](mailto:lorief@ardfky.org).

*AppalReD is an Equal Opportunity Employer.*